

598506/97

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: SENIOR LIBRARIAN**

**DEFINITION**

Under administrative direction, to perform advanced professional library work; to direct, manage, and coordinate a group of library branch facilities, or; to serve as a management supervisor over a major service area in the Central Library or Automation Services, or; to manage and supervise the activities of a system-wide activity such as volunteers, collection development, reference services, audio visual, or youth services; to provide technical staff assistance to higher level management in a specialized subject area; and to perform other related duties as required.

**REPORTS TO:** Chief Librarian or Library Director

**DISTINGUISHING CHARACTERISTICS**

This is an advanced professional class in which Incumbents generally function as a management supervisor. This class is distinguished from the Librarian class by the responsibility for supervising other professional staff, by the level of responsibility assumed, and the complexity of duties assigned. Incumbents in this class plan, organize, and supervise activities and programs. Incumbents have responsibility for multiple branch facilities or responsibility for a major service area in the Central Library, Automation Services, or a system-wide activity. Incumbents are also responsible for system wide technical support to branches and provide direct assistance and outreach to customers as needed. This class is further distinguished from the Chief Librarian class by the responsibility of the higher level class to serve as a Division Manager.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Chief Librarian or Library Director. Exercises direct supervision over professional, para-professional, technical, and clerical staff.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Participate with other management staff in the development and implementation of library policies and procedures, goals, long-term objectives, and short-term planning.
- Develop and administer budgets; participate in the forecasting of additional funds needed for staffing, equipment, materials and supplies.
- Research and prepare materials for grant applications on a local, state, or national level.
- Interview and select staff; schedule, assign, train, and evaluate subordinate personnel.
- Plan, organize, and supervise personnel and activities of several branch libraries; plan, organize, participate, and/or conduct regular scheduled meetings with branch supervisors; oversee the mechanical maintenance and physical upkeep of assigned branches.
- Develop, coordinate, evaluate, and recommend programs and services in the Central Library, Automation Services, or a system wide activity to meet community needs.
- Implement system-wide procedures, policies, and operating standards for library branches.
- Coordinate system-wide reference resources and programs.

- Perform a variety of advanced professional library work in specialized library functions.
- Respond to individual or group inquiries and/or complaints.
- Serve the Central Library as well as all branches system-wide in regard to troubleshooting operating complaints, diagnosing sources of problems, and providing training to library staff.
- Develop special projects, programs, and services to meet community needs; promote outreach and public awareness of programs.
- Initiate, develop, and maintain contact with community groups, organizations, and agencies, such as volunteers and Friends of the Library groups; make community presentations; serve on special committees and engage in public relations activities.
- Coordinate the development of a collection within the specialized subject area; and recommend standards and procedures for material selection and services system-wide.
- Recommend and coordinate library selections, books, and materials.
- Identify system-wide training needs; coordinate and participate in the development and presentation of staff training; identify system-wide training needs, coordinate and participate in the development and presentation of staff training.
- Read professional publications and book reviews to keep informed on new publications, trends in publishing, automation, and public library practices.
- Attend and participate in local professional meetings related to assigned areas.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and techniques involved in the operation and administration of a modern public library system.
- Current library principles, theories, practices, and techniques of planning, organizing and implementing library services to meet the needs of the community.
- Budgeting procedures and techniques.
- Modern office methods, procedures, and equipment.
- Basic principles and practices of professional library work including methods, practices, and techniques of library reference and/or children's services.
- Principles of personnel management including supervision, training, and performance evaluation.
- Principles and techniques for reference research, classification, indexing, cataloging, and organization of library material and book selection.
- Published materials in a variety of fields; public library material selection standards and policies.
- Principles of public relations.
- Computer equipment and electronic information sources.

### **Ability to:**

- Interview and select staff; organize work; supervise, train, and evaluate assigned staff.

- Plan, organize, and direct multiple branch libraries or a major functional area of library services in a comprehensive library program which meets the needs of the community.
- Prepare and administer budgets relating to a major functional operation.
- Provide complex administrative support in the administration of a library system.
- Select resources and develop programs and services based on the needs of the community served.
- Analyze the library collection, conduct comprehensive research, and recommend modifications.
- Effectively use book selection materials and methods; assist customers in the location and use of library resources.
- Analyze problems, identify alternative solutions, and implement recommendations.
- Perform professional tasks in the area of library collection development and circulation.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Operate office machines, computers, terminals, and specialized library equipment.
- Communicate effectively orally and in writing; prepare and present comprehensive and clear, oral and written reports; prepare appropriate recommendations.
- Promote interest in library services; develop and conduct library education programs and activities.
- Read and interpret complex written materials including applicable laws, rules, and regulations.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Possession of a Master of Library Science Degree from an accredited college or university.

Experience: Three years of increasingly responsible professional library experience. One year of supervisory experience is highly desirable.

**MEDICAL CATEGORY:** Group 1

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Senior Librarian

**TO:** Chief Librarian